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courses

CURRENT SERIAL RECORDS

GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE

Independence Avenue, between 12th and 14th Streets, Southwest, Washington, D. C. 20250 • DUdley 8-6337

register

May 26-31

- Courses for High School and College Graduates
- Training for Federal Employees



REGISTER MAY 26 - 31

GENERAL INFORMATION

Registration Week: May 26-31, in the Patio (first floor) of the Administration Building, U. S. Department of Agriculture, 14th Street and Independence Avenue, S.W., Washington, D. C. 20250.

Monday-Friday 11-6:30

(except Friday, May 30, Memorial Day)

Saturday (May 31) 9-4

Classes begin during the week of June 2 and continue for 10 weeks, unless otherwise stated in the schedule. All classes meet in the evening. The classrooms are air-conditioned.

Procedures: Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school, or the equivalent, is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office.

Fees: The charge for tuition is ordinarily \$16 for each credit hour, payable at the time of registration. Arrangements can be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by June 13.

Late Registration: After May 31, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through June 6, with permission of the Registrar, if space permits.

Course Transfers: Until June 6, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the Registrar.

Veterans: A veteran eligible for training under the Veterans Readjustment Benefits Act of 1966 (Public Law 89-358) should consult the Registrar well in advance of registration so that approval can be obtained from the Veterans Administration.

Government Employees Training Act: If a student plans to ask his agency to pay all or part of his tuition under the training legislation (Public Law 85-507), he should make these arrangements well in advance of registration week.

Credit-Audit Changes: The deadline is June 20.

Academic Credit: Any student wishing to receive academic credit elsewhere for Graduate School courses should consult in advance with the college or university in which he plans to take a degree.

Textbooks: Textbooks can be purchased at the Graduate School Bookstore, Room 1419, South Building, during the following hours:

Registration Week, May 26-May 31

Monday-Friday 11-6:30

(Except May 30)

Saturday, May 31, 9-4 (only)

First and second weeks of classes, June 2-13

Monday-Friday 11-6:30

Beginning June 16

Monday-Friday, 11:00 a.m.-1:00 p.m.

and 4:30 p.m.-6:15 p.m.

Withdrawals and Refunds: When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through June 6, tuition less \$5.00 for each course.

June 9-13, 60 per cent of the total tuition only. No other fees refunded.

June 16-20, 50 per cent of the total tuition only. No other fees refunded.

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office.

Parking Space—Cafeteria: Space for parking is available for students and faculty only after 6:00 p.m. in two parking courts on the far east and south sides of the Administration Building. There is also space on the Mall, north of the Administration Building. The cafeteria, in the fourth wing of the South Building, is open from 5:00 to 6:30 p.m.

Office Hours: The Registrar's office, Room 1031, South Agriculture Building, 14th Street and Independence Avenue, S.W., Washington, D. C. 20250, is open from 9:00 a.m. to 6:15 p.m. Monday through Friday.

Telephone DUDley 8-6337 (Code 111, extension 6337)

SCHEDULE OF CLASSES

Registration May 26-31					Classes begin June 2		
No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page

BIOLOGICAL SCIENCES

Natural History Field Studies							
1-133 Introduction to Ecology (1) Monson M 6:10-8 \$16 p. 17 (8 weeks beginning June 16. Meets at Department of Interior.)							
1-152 Conservation in Action (1) Kaniuka and Mergen W 6:10-8 \$16 p. 19 (7 weeks beginning June 4. Field trips June 14, 28, July 12.)							
1-153 Potomac Valley (1) Wesely M 6:10-8 \$16 (8 weeks beginning June 2. Field trips June 7, 21, July 12. Optional canoe trip June 19.) (Introduction to natural and human history of Potomac Valley. Geological and ecological setting. Indians. Early explorations. Tidewater civilization. Chesapeake and Ohio Canal. Civil War. Modern problems and prospects. Songs of valley. Guest speakers, including former canal boatman. Four Saturday field trips.)							

LANGUAGES AND LITERATURE

English—Grammar and Writing							
2-29 Spelling and Basic Vocabulary (non-credit) Neuman M 6:10-9 \$32 p. 23							
2-112 Practical English Usage (2) \$32 p. 23 Section I Amabile M 6:10-9 Section II Holt Tu 6:10-9							
2-35 English for Secretaries (non-credit) Reed Tu 6:10-9 \$32 p. 23							
2-95 Improving Reading Ability (non-credit) Henderson M-W 6:10-8 \$48 p. 23 (8 weeks)							
2-38 English for Foreigners I (non-credit) Weeks M 6:10-9 \$32 p. 24							
2-52 English for Foreigners II (non-credit) Weeks W 6:10-9 \$32 p. 24							
2-53 English for Foreigners III (non-credit) Weeks F 6:10-9 \$32 p. 24							
2-119 Vocabulary Building (2) Phagan M 6:10-9 \$32 p. 24							
2-222A English Composition (First Half) (3) Reed M-W 6:10-8 \$48 p. 24							
2-222B English Composition (Second Half) (3) Daniels M-W 6:10-8 \$48 p. 24							
2-226 Official Writing (2) Schaal Th 6:10-9 \$32 p. 25							
2-450 Technical Writing (2) Carter W 6:10-9 \$32 p. 25							

Literature

American Negro Novel (2) Kaplin M 6:10-9 \$32 (Guided by Robert A. Bone's <i>Negro Novel in America</i> , historical survey focusing on four novels rated as major by Bone; Jean Toomer's <i>Cane</i> , Richard Wright's <i>Native Son</i> , Ralph Ellison's <i>Invisible Man</i> , and James Baldwin's <i>Go Tell It on the Mountain</i> . The student is required to write several medium-length essays. Prerequisite: College level literature course recommended.)							
Chinese Literature (2) Brown W 6:10-9 \$32 (Introduction to major works of Chinese literature from earliest times to present. Emphasis on development of poetry, short story, drama, and novel. Background in Western literature helpful.)							
Significant Books of Twentieth Century (2) Ruppert M 6:10-9 \$32 p. 26							
Poems, Puzzles, Puns, and Paradox (non-credit) Birch Tu 6:10-8 \$22 (Study of process of transplanting seedling ideas from one mind to another through writings as different as Gospels and Gettysburg Address, or Hamlet and Mother Goose. Use of riddles and ambiguities to get an audience to think back on main idea even years after presentation. Outside reading optional.)							

Library Techniques

2-137 Basic Reference Service and Reference Tools (2) Birch Th 6:10-9 \$32 p. 29
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Speech

2-236 Remedial Speech (2) Fitzgerald Tu 6:10-9 \$32 p. 31
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No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
French							
2-253A	Elementary French (First Half)	(3)	Bargin	M-W	6:10-8:30	\$48	p. 33 (8 weeks)
2-253B	Elementary French (Second Half)	(3)	Bargin	Tu-Th	6:10-8:30	\$48	p. 33 (8 weeks)
2-68	Reading French (non-credit)	Sommerville	M	6:10-9	\$32	p. 33	
2-87	Basic Conversational French (non-credit)	Bargin	F	6:10-9:30	\$32	p. 33 (8 weeks)	
German							
2-88	Basic Conversational German I (non-credit)	von Luttichau	M	6:10-9	\$32 p. 34		
2-196	Reading Scientific German I (2)	Neil	M	6:10-9	\$32	p. 34	
2-197	Reading Scientific German II (2)	Neil	Th	6:10-9	\$32	p. 34	
Russian							
2-295A	Elementary Russian (First Half)	(3)	Gerich	Tu-Th	6:10-8	\$48	p. 35
2-295B	Elementary Russian (Second Half)	(3)	Fediay	Tu-Th	6:10-8	\$48	p. 35
Spanish							
2-300B	Elementary Spanish (Second Half)	(3)	Otero	Tu-Th	6:10-8	\$48	p. 36
2-83	Basic Conversational Spanish I (non-credit)	Lasaga	M	6:10-9	\$32	p. 36	
2-84	Basic Conversational Spanish II (non-credit)	Lasaga	W	6:10-9	\$32	p. 36	

MATHEMATICS AND STATISTICS

Mathematics

3-8	Intermediate Algebra (non-credit)	Fox	M-Th	6:10-8	\$48	p. 38
3-30	Basic Mathematics (non-credit)	Stambul-Sheik	Tu	6:10-9	\$32	p. 37
3-2	Review of Calculus (non-credit)	Milwee	M-W	6:10-8	\$48	p. 38
3-102	College Algebra (4)	Benedik	M-W	6:10-9	\$64	p. 38
3-104	Trigonometry (2)	Stearn	Th	6:10-9	\$32	p. 38
3-206A	Calculus (First Half) (4)	Spooner	Tu-Th	6:10-9	\$64	p. 39
3-206B	Calculus (Second Half) (4)	Ogden and Stembel	M-W	6:10-9	\$64	p. 39
3-415B	Elementary Matrix Theory (Second Half)	(3)	Davis	M-W	6:10-8	\$48 p. 39

Statistics

3-6	Preparatory Mathematics for Introductory Statistics (non-credit)	Caudill	M	6:10-9	\$32	p. 42
3-126A	Introductory Statistics (First Half)		p. 43			
	Section I West (2)	Tu	6:10-9	\$32		
	Section II Hart (3)	Tu-Th	6:10-8	\$48		
3-126B	Introductory Statistics (Second Half)	(3)	Naleszkiewicz	M-W	6:10-8	\$48 p. 43
3-318	Machine Tabulation I (2)	Pell	Tu	6:10-9	\$32 plus \$5 lab. fee	p. 43

Electronic Data Processing

4-105	Basic Concepts of Data Processing (3)	\$48	p. 54
	Section I Redmer M-W 6:10-8		
	(Meets at National Library of Medicine, Bethesda, Md.)		
	Section II Willey M-W 6:10-8		
	Section III Richardson M-W 6:10-8		
	Section IV Nicholson Tu-Th 6:10-8		
	Section V Richardson Tu-Th 6:10-8		
3-318	Machine Tabulation I (2)	Pell	Tu 6:10-9
	\$32 plus \$5 lab. fee		p. 43
3-321	Operators Training IBM 360/30 (3)	Lair	M-Th 6:10-8
	\$48		p. 47
3-322	O. S. Operators Training System 360 (3)	Borough	Tu-F 6:10-8
	\$48		p. 47
3-559A	Electronic Data Processing—General (First Half)	(3)	Pinon M-W 6:10-8
	\$48 p. 47		
3-559B	Electronic Data Processing—General (Second Half)	(3)	Warneke Tu-Th 6:10-8
	\$48 p. 47		
3-345	Computer Programming: Overview (3)	Sampson	M-W 6:10-8
	\$48		p. 47
3-592	IBM System 360 Introduction (3)		\$48 p. 48
	Section I Johnson M-W 6:10-8		
	Section II Havelock Tu-Th 6:10-8		
3-595	Cobol Programming—Fundamentals (3)		\$48 p. 50
	Section I Zeller M-W 6:10-8		
	Section II Standifer Tu-Th 6:10-8		

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
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3-589 **Fortran Programming for Scientific and Business Computers** (3) Schumaker
M-W 6:10-8 \$48 p. 50

3-475 **Simulation and Modelling** (3) Robin W 6:10-9:30 \$48
(Designed to provide the student with understanding of design, implementation, and application of simulation computer techniques. Simulation discussion covering Monte Carlo simulation, deterministic simulation and models, and simulation language. Prerequisites: Fortran programming and theory probability.)

OFFICE TECHNIQUES AND OPERATIONS

Administrative Procedures

4-101 **Everyday Mathematics** (2) Mouser Tu 6:10-9 \$32 p. 54

4-105 **Basic Concepts of Data Processing** (3) \$48 p. 54
Section I Redmer M-W 6:10-8
(Meets at National Library of Medicine, Bethesda, Md.)
Section II Willey M-W 6:10-8
Section III Richardson M-W 6:10-8
Section IV Nicholson Tu-Th 6:10-8
Section V Richardson Tu-Th 6:10-8

4-108 **Administrative Procedure** (2) Wright Tu 6:10-9 \$32 p. 55

4-201 **Modern Supervisory Practice** (2) Van Dersal M 6:10-9 \$32 p. 55

4-112A **Federal Fiscal Procedure (First Half)** (2) Finotti W 6:10-9 \$32 p. 55

4-112B **Federal Fiscal Procedure (Second Half)** (2) Robbins W 6:10-9 \$32 p. 55

4-114 **Federal Personnel Procedure** (2) Starns Tu 6:10-9 \$32 p. 56

4-116 **Federal Budgetary Procedure: Formulation and Presentation** (2) Murray and White W 6:10-9 \$32 p. 56

4-118 **Federal Budgetary Procedure: Execution and Fund Control** (2) Bartolomeo Th 6:10-9 \$32 p. 56

4-330 **Government Letter Writing** (2) Noordhoff Tu 6:10-9 \$32 p. 57

Shorthand

4-129 **Gregg Shorthand I** (3) \$48 p. 58
Section I Shaw M-Th 6:10-8
Section II Fritz M-Th 6:10-8

4-130 **Gregg Shorthand II** (3) \$48 p. 58
Section I Vallieres M-Th 6:10-8
Section II Jackowski M-Th 6:10-8

4-225 **Gregg Shorthand III (60-80 Words)** (3) \$48 p. 59
Section I Gros M-Th 6:10-8
Section II Lewis M-Th 6:10-8

4-226 **Gregg Shorthand IV (80-100 Words)** (3) Trottnow M-Th 6:10-8 \$48 p. 59

PHYSICAL SCIENCES

5-360 **General Oceanography** (2) Peloquin W 6:10-9 \$32 p. 67

PUBLIC ADMINISTRATION

6-251 **American History Since 1865** (3) Rasmussen and Wiser Tu-Th 6:10-8 \$48 p. 74

6-352A **Principles of Accounting (First Half)** (3) Skinner M-W 6:10-8 \$48 p. 86

6-352B **Principles of Accounting (Second Half)** (3) Tronolone Tu-Th 6:10-8 \$48 p. 86

6-353B **Intermediate Accounting (Second Half)** (3) Kurlander M-F 6:10-8 \$48 p. 87

6-264B **Federal Government Accounting (Second Half)** (2) Canada Th 6:10-9 \$32 p. 87

SOCIAL SCIENCES

7-201B **Principles of Economics (Second Half)** (3) Duskin M-W 6:10-8 \$48 p. 89

7-210 **General Psychology** (3) Gould M-W 6:10-8 \$48 p. 94

7-446 **Personnel Psychology** (3) Brady Tu-Th 6:10-8 \$48 and \$2 laboratory fee p. 95

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
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7-462 Educational Psychology (2) Myer Tu 6:10-9 \$32 p. 95
7-549 Juvenile Delinquency (3) Kramer M 6:10-9:30 \$48 p. 98
7-120 Successful Retirement (2) Dreis, Pryor, and Wolfe Th 6:10-9 \$32
(Designed to make retirement years more meaningful. Importance of preparing for retirement. Gains and losses in retirement. Transition from structured to unstructured life. Place of work in life cycle. Financial planning. Living arrangements in retirement. Travel. Courses. Volunteer work. Other major undertakings. Couples encouraged to register.)

International Relations

7-20 World Politics—Study Discussion Group (non-credit) Sweeney Th 6:10-8
\$22 p. 101

TECHNOLOGY

Fine and Applied Arts

8-320 Pencil Sketching and Water Color Painting (2) Cupoli M-W 6:10-8 \$48 and \$5 laboratory fee p. 115
8-369 Contemporary Art: Its Sources (3) Nightlinger Tu-Th 6:10-8 \$48 p. 117
8-352 Architecture of Washington, D. C. (2) van Sweden M 6:10-9 \$32 and \$5 laboratory fee p. 117
8-370 Music Appreciation (2) Shortridge M 6:10-9 \$32 and \$5 laboratory fee p. 117
8-322 Art, Layout, and Design for Reproduction (2) Granahan and Taylor Tu 6:10-9 \$32 p. 119
8-140 Dimensional Design (2) Baka W 6:10-9 \$32 p. 119
8-142 Exhibit Graphics and Fabrication (2) Schleyer W 6:10-9 \$32 p. 119
8-70 Introduction to Photography (non-credit) McCullough W 6:10-9 \$32 and \$2 laboratory fee p. 120

U. S. DEPARTMENT OF AGRICULTURE

GRADUATE SCHOOL

WASHINGTON, D. C. 20250

1969 SUMMER SCHEDULE OF CLASSES



